

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 01-12	Effective Date: 10-02-13	Revision Date: 11-21-13
Subject: Juvenile Food Service		

**I. Policy Statement**

Division staff working in programs and facilities participating in the School Breakfast Program, National School Lunch Program and After School Snack Program shall comply with national nutrition standards and local health department food safety regulations.

**II. Rationale**

Child nutrition is an important component in treating juveniles who are in the custody of the Division. Nutritious and well balanced meals and snacks promote the physical, mental and emotional well-being of juveniles. Food preparation must be handled in a safe manner to protect juvenile and staff from the spread of disease and food borne illnesses. Additionally, adherence to national nutrition standards qualifies the Division for significant federal funding. Noncompliance can result in the loss of these funds to participating facilities, programs and the Division.

**III. Definitions**

- A. "United States Department of Agriculture (USDA)" is the federal agency that regulates and administers the School Breakfast Program, National School Lunch Program, and the After School Snack Program. The USDA also reimburses qualifying participants for meals that meet the prevailing requirements.
- B. "School Breakfast Program (SBP)" is a program administered by the USDA. The goal is to provide juveniles with one quarter of their nutritional requirements for the day based on the "Dietary Guidelines for Americans"
- C. "National School Lunch Program (NSLP)" is a program administered by the USDA. The goal is to provide juveniles with one-third of their nutritional requirements for the day based on the "Dietary Guidelines for Americans".
- D. "After School Snack Program (ASSP)" is a program administered by the USDA. The goal is to provide juveniles additional nutrition.
- E. "Point of Service" is the point in the meal service where it can be accurately determined that a federally reimbursable meal has been served to the juvenile.

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- F. “Reimbursable Meal” is a meal that meets the federal guidelines for reimbursement under the SBP, NSLP or ASSP.
- G. “Hazard Analysis and Critical Control Point (HACCP)” is a required plan that each participating facility must have in place that documents the safe storage, handling and preparation of food.

#### **IV. Procedures**

##### **A. Meal Service:**

Staff involved with meal planning and preparation shall stay up-to-date with the current USDA standards. Meal planning and preparation for breakfasts, lunches and after school snacks shall be done in accordance with current standards and regulations mandated by the USDA.

##### **B. Special Diets:**

In compliance with USDA regulations, staff shall allow for food substitutions for juveniles that need to have special diets due to the following:

1. Disability: In the event of a physical or mental impairment which substantially limits one or more of the major life activities (caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), kitchen staff shall make accommodations for juveniles identified as having special dietary needs. The determination of whether or not a juvenile has a disability which may restrict his or her diet shall be made by a licensed physician. A written statement signed by a licensed physician is required. This statement is to be placed in the Juvenile’s file and a copy is to be given to the kitchen staff (See medical statement form). Included in this category are Celiac diseases, diabetes and food allergies that have the potential for anaphylaxis. When a juvenile states s/he has a severe food allergy, staff shall rely on that declaration and accommodate the special dietary need while awaiting an official signed statement from a licensed physician.
2. Special Dietary Needs: Kitchen staff shall make accommodations for juveniles identified as having special dietary needs. When a juvenile has food allergies or food intolerances, a statement must be completed and signed by a licensed medical physician, physician’s assistant, registered nurse, nurse practitioner, or

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registered dietitian explaining the need and requested food substitutions or omissions. This statement is to be placed in the juveniles file and a copy is to be given to the kitchen staff (See medical statement form). When a juvenile states s/he has a severe food allergy, staff shall rely on that declaration and accommodate the special dietary need while awaiting an official signed statement from a licensed medical physician, physician's assistant, registered nurse, nurse practitioner, or registered dietitian.

3. Special Dietary Choices: Juveniles may request special diets based on religious practices or lifestyle choices. These requests shall be handled in accordance with policy 04-01 – Rights and Responsibilities of Juveniles.

C. Daily and Monthly Meal Counts:

Staff shall perform the daily and monthly meal counts with due diligence and integrity. Meal counts are the basis for federal reimbursement.

1. Reimbursable Meal: Division staff who prepare and serve meals, who eat with the juvenile's, and who record meal counts, shall be able to identify a federally reimbursable meal at the point of service. All of the components that are required for a reimbursable meal shall be made available to the juvenile.
2. Daily Meal Count: Staff shall complete and maintain a daily meal count sheet for breakfast, lunch and snacks. Meals counts shall be completed accurately and immediately after each meal is served. These cannot be completed ahead of time nor should they be neglected. The staff who is assuming responsibility for the accuracy of the meal count shall initial next to the total meal count for breakfast, lunch, and snacks.
3. Monthly Meal Count: Each month, a designated staff shall be assigned to gather and compile the daily meal count tallies from each unit. The staff shall reconcile the count of meals served with the count of meals prepared and will resolve any discrepancies. Each month, the staff shall report the counts to the designated administrative staff.

D. Food Safety:

It is essential that food preparation is handled in a safe manner so that the transmission of diseases and food borne illnesses can be prevented.

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1. Hazard Analysis and Critical Control Point (HACCP): Each facility that participates in the CNP is required to have a documented HACCP plan. Staff involved with food preparation shall ensure and document compliance with the HACCP plan. They shall ensure that the plan is kept up to date according to regulations that are currently in place.

The HACCP plan shall have the following components:

- a) Temperature control of food including storage, preparation and holding
  - b) Cleaning and sanitizing food contact surfaces and cooking implements
  - c) Personal Hygiene
  - d) Preventing contamination and cross contamination
  - e) Verification and recordkeeping
2. Staff and Juveniles (See Policy 04-07 F): Staff and juveniles responsible for the preparation and handling of food shall be in good health and free from communicable disease and open infectious wounds. They will have clean hands and fingernails, wear hairnets or caps, wear clean washable garments and employ hygienic food handling techniques.
  3. Food Handlers Permits: Staff and juveniles involved in food service shall have current food handler's permits. as dictated by local health department rules regardless of whether they participate in the CNP. The Division will pay the cost of the food handler's permit.
  4. Health Inspections: In accordance with CNP requirements, the Division will request two health department inspections each year. A copy of the health inspection documents must be sent to the designated staff at the Division Administrative Office. Any and all exceptions shall be addressed by the facility APD with all due diligence.

E. Vending Machines:

Juveniles shall not have access to any competitive foods, including but not limited to vending machines or canteens, or as defined in 7 CFR Part 210.11, during the time period between 12:00 AM midnight and 4:30 PM on school days, and during any breakfast or lunch period on non-school days.

F. Wellness Policy

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In conjunction with participation in the Child Nutrition Program, the Division is required by federal law to have a Wellness Policy (See Policy No: 03-05). The wellness policy shall include the following:

1. Goals for nutrition education
2. Goals for physical activity
3. Activities to promote juvenile wellness
4. A plan for measuring the effectiveness of the Wellness Policy

The development of the Wellness Policy must involve those who are stakeholders in the wellness of the juveniles. This can include Kitchen Staff, Line staff as appropriate, Supervisors, Assistant Program Directors, Program Directors, Deputy Director, and Division Director.

G. Civil Rights:

All forms of communication and printed information, in regards to the food services, must include the following statement:

“In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”

If the full statement cannot be accommodated in the material, at a minimum, the following statement must be included in print no smaller than the main text:

“This institution is an equal opportunity provider.”

The facility is required to provide reasonable accommodations for persons with disabilities unless the accommodation would impose undue hardship on the operation of its program or place of business. This statement does not include religion as a protected class.

All facilities participating in the CNP are required to display the official “Civil Rights” poster in all areas where food is served and / or eaten. Each participating

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facility must also have a grievance process in place for juveniles to report any alleged violations of their civil rights as it relates to the CNP.

All participating facilities are required to have Civil Rights training once each year. This training can be held in conjunction with reviews of JJS Policy 04-01 and 04-02. The names of the staff participating in the training shall be recorded on the Group Training Attendance and Reporting Form (JJS Policy 02-03A). The completed form shall be sent to the designated administrative staff assigned to administer the CNP. This staff shall maintain the training record until audits and reviews by State or Federal governmental entities are completed.

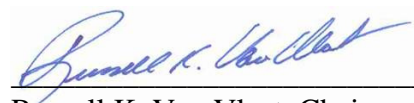
**H. Compliance Reviews and Audits:**

Each Division site that participates in the CNP will receive a compliance review at least annually from Division administrative personnel. These reviews are mandated by the USDA and CNP. In addition, the USOE CNP may conduct audits and reviews of selected JJS sites. Division staff are expected to cooperate fully with these reviews and audits. Any and all findings will be addressed by the facility with all due diligence.

**V. Continuous Renewal**

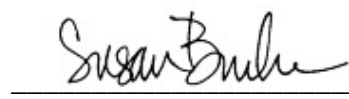
This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This Policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

  
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Russell K. Van Vleet, Chair  
Board of Juvenile Justice Services

10/02/2013

\_\_\_\_\_  
Signature Date

  
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Susan V. Burke, Director  
Division of Juvenile Justice Services

10/02/2013

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Signature Date